



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, January 20, 2021

7:00 PM

Harrigan Centennial Hall

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#### I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Darrell Windsor, Wendy Alderson, Stacy Mudry, Katie Riley, Thor Christianson (assembly liaison)

Absent: None

Staff: Amy Ainslie, Ben Mejia

Public: Tim Lobdell, Kris Pearson, Meagan Bosak, Linda Olsen, Jill Hirai, James Phillips, Ariadne Will (Sitka Sentinel)

**Chair Spivey called the meeting to order at 7:00PM.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

A [PM 20-20](#) Approve the December 2, 2020 minutes.

**Attachments:** [19-December 2 2020 DRAFT Minutes](#)

**M-Mudry/S-Alderson moved to approve the December 2, 2020 minutes. Motion passed 5-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie welcomed the Commission back from the holiday break. Ainslie informed the Commission that review of the Comprehensive Plan and visioning was scheduled for the next meeting along with a continuation of use table studies. Ainslie commented that these reviews were shifted to the next meeting to account for the evening's full agenda. Ainslie notified the Commission that staff was making preparations for the annual short-term rental report and anticipated presenting findings of the report to the Commission in March. Ainslie informed the Commission that the submissions for overburden site RFP were under evaluation and would be awarded within the coming months. Ainslie explained the process for the election of officers.

B [MISC 21-01](#) Annual Election of Officers

**Chris Spivey was nominated to continue as chair. M-Windsor/S-Mudry, motion passed 4-0 by voice vote. Darrell Windsor was nominated to continue as vice-chair. M-Spivey/S-Mudry, motion passed 4-0 by voice vote.**

## VI. REPORTS

## VII. THE EVENING BUSINESS

C [CUP 21-01](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 1301A Halibut Point Road in the R-1 single-family and duplex residential district. The property is also known as Lot 1A, Amended Grussendorf-Wyman Boundary Line Adjustment Plat. The request is filed by Tim Lobdell. The owner of record is Tim Lobdell.

**Attachments:**     [CUP 21-01 Lobdell 1301A Halibut Point Rd STR Staff Report](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Aerial](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Density Map](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Floor Plan](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Parking Layout](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Photos](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Plat](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Renter Handout](#)  
[CUP 21-01 Lobdell 1301A Halibut Point Rd STR Applicant Materials](#)

Ainslie described the proposal for a short-term rental at 1301A Halibut Point Road, the proposal was for the upper unit of a duplex. The owner lived on-site in the lower unit. Ainslie described the proposed short-term rental unit as a 4 bedroom and 2 bathroom. Ainslie stated that the property was located on the water side of the road. The property had parking for 4 cars at the top of the lot, directly off-street for use by renters, while a driveway on the south side of the property accessed additional parking downhill. Ainslie noted that the owner was on-site to monitor and the unit would be professionally managed as well. Ainslie informed the Commission that the property was buffered by water on one side and was located downhill and away from the road. Ainslie explained that the location was easily accessible from the right-of-way, with ample parking, and was monitored therefore staff recommended approval.

The applicant, Tim Lobdell, was present. Lobdell explained that the property was in a 6 month lease that was due to expire and he wanted the ability to use it for short-term rentals. Lobdell said that this was his intention when he had purchased the property. Having no further questions, the Commission excused the applicant.

Alderson and Riley expressed concerns about properties formerly used as long-term rentals being converted to short-term rentals and the impact on the rental market. Riley requested insight from staff regarding the impacts of short-term rentals. Ainslie said she would share the 2019 short-term rental annual report.

**M-Windsor/S-Mudry moved to approve the conditional use permit for a short-term rental at 1301A Halibut Point Road in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property is also known as Lot 1A, Amended Grussendorf-Wyman Boundary Line Adjustment Plat. The request was filed by Tim Lobdell. The owner of record was Tim Lobdell. Motion passed 5-0 by voice vote.**

**M-Windsor/S-Mudry moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 5-0 by voice vote.**

**D**      [CUP 21-02](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 1935 Dodge Circle in the R-1 single-family and duplex residential district. The property is also known as Lot 1, Alder Way Subdivision. The request is filed by Kris Pearson. The owner of record is Kris Pearson.

**Attachments:**      [CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Staff Report](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Aerial](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_STR Density](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Floor Plan](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_As-Built and Parking layout](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Photos](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Plat](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Renter Handout](#)  
[CUP 21-02\\_Pearson\\_1935 Dodge Circle\\_STR\\_Applicant Materials](#)

Ainslie introduced the proposal for a short-term rental in an efficiency apartment over the garage of a single family home. Ainslie informed the Commission that the approximately 500 square foot one bedroom apartment with kitchen was accessible by side door and stair case along the southern boundary. Ainslie noted that the property was accessed directly from Dodge Circle. Ainslie described the property as buffered fencing and elevation along the southern and western boundaries.

Ainslie explained that due to the size of the apartment, it would likely be used for 1-2 guests, Ainslie noted that the application listed a 2 guest maximum and a maximum of 1 vehicle per stay. Ainslie explained that the owner lived on-site and the property would be professionally managed. Staff recommended approval.

The applicant, Kris Pearson, was present. Pearson said that the apartment had been rented out intermittently while he owned the property but it was now empty. He requested a permit so that he could use it as a short-term rental when he brought people in for work. Pearson stated that if he were denied the short-term rental permit, he would leave the apartment empty for family use. Having no further questions, the Commission excused the applicant.

**M-Mudry/S-Alderson moved to approve the conditional use permit for a short-term rental at 1935 Dodge Circle in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property was also known as Lot 1, Alder Way Subdivision. The request was filed by Kris Pearson. The owner of record was Kris Pearson. Motion passed 5-0 by voice vote.**

**M-Mudry/S-Alderson moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 5-0 by voice vote.**

- E     [P 20- 10](#)     Public hearing and consideration of a final plat for a lot merger of the properties at 802, 810, 814 Halibut Point Road and 200 Brady Street in the C-1 general commercial district. The properties are also known as Lots 4, 5, 6, 7, 8, and 9 Block D, Moore Memorial Addition and Lot 1, Harbor View Condominium Subdivision. The request is filed by Southeast Alaska Regional Health Consortium (SEARHC). The owner of record is Southeast Alaska Regional Health Consortium (SEARHC).

**Attachments:**     [P 20-10 SEARHC 802 HPR Lot Merger Staff Report](#)  
                              [P 20-10 SEARHC 802 HPR Lot Merger Aerial](#)  
                              [P 20-10 SEARHC 802 HPR Lot Merger Current Plat](#)  
                              [P 20-10 SEARHC 802 HPR Lot Merger Proposed Plat](#)  
                              [P 20-10 SEARHC 802 HPR Lot Merger New Condo Access Easement](#)  
                              [P 20-10 SEARHC 802 HPR Lot Merger Photos](#)  
                              [P 20-10 SEARHC 802 HPR Lot Merger Applicant Materials](#)

Ainslie described the proposal for a lot merger of 7 lots at 802, 810 and 814 Halibut Point Road. Ainslie explained that the applicant, Southeast Alaska Regional Health Consortium (SEARHC), sought the lot merger for the purpose of planning and developing a mixed use building. The total square footage of the lots equated to 1.2 acres, which far exceeded the district standards for minimum lot size and minimum lot width. Ainslie noted that access was served by Halibut Point Road and described the site as mostly flat with some mature trees.

Ainslie stated that the proposal did not increase density above what could already be developed nor would it create non-conforming use. Ainslie noted that the plat would vacate 6 boundary lines, adding 5,880 square feet of buildable area. Ainslie also noted that the plat would vacate the access easement to the condominiums located at 800 Halibut Point Road and SEARHC had secured and would develop access for the condominiums from Moller Drive. Staff recommended approval.

Spivey asked if the removal and replacement of the easement serving 800 Halibut Point Road was expressed in a written agreement. Ainslie confirmed that it was.

Maegan Bosak, who represented the applicant, was present. Bosak explained that the proposal was to facilitate the placement of a mixed use facility that would include 40 dwelling units as well as a retail clinic on the first floor. Windsor asked about the reserved parking signs along Brady Street. Bosak responded that SEARHC was working with the city to be able to take the signs down while also providing appropriate parking arrangements for patients.

Christianson asked whether the success or failure to secure the Request for Proposal (RFP) bid for 4951 Halibut Point Road would impact their plans for this proposal. Bosak said that it would not.

Riley asked if the lot would allow for sufficient parking for the proposed approximately 40 dwelling units. Bosak responded that they were still in the concept planning stage and intended to meet the parking requirements or, if necessary, they would request a variance to reduce the number of parking spaces needed.

Having no further questions, the Commission excused the applicant. The Commission

opened the floor to the public. Linda Olsen, president of the the homeowner's association for the condominiums at 800 Halibut Point Road, confirmed that the association had met and approved the replacement of the easement and added that she felt access from Moller Drive provided an easier entrance and exit for residents as well as emergency services.

**M-Alderson/S-Riley moved to approve the final plat for a lot merger of 802, 810, and 814 Halibut Point Road and 200 Brady Street in the C-1 general commercial district. The properties were also known as Lots 4, 5, 6, 7, 8, and 9 Block D, Moore Memorial Addition and Lot 1, Harbor View Condominium Subdivision. The request was filed by Southeast Alaska Regional Health Consortium. The owner of record was Southeast Alaska Regional Health Consortium. Motion passed 5-0 by voice vote.**

**M-Alderson/S-Riley moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.**

**F**      [VAR 21-01](#)

Public hearing and consideration of a platting variance to variance to reduce the minimum lot size from 6,000 square feet to 4,800 square feet at 708 Indian River Road in the R-2 MHP single-family, duplex, and mobile home zoning district. The properties are also known as Lot 6, Indian River Land Subdivision. The request is filed by Jill Hirai. The owners of record are Jerome and Sarah Mahoskey.

**Attachments:**      [V 21-01 Hirai 708 Indian River Platting Variance Staff Memo](#)  
[V 21-01 Hirai 708 Indian River Platting Variance Aerial](#)  
[V 21-01 Hirai 708 Indian River Platting Variance Proposed Plat](#)  
[V 21-01 Hirai 708 Indian River Platting Variance Current Plat](#)  
[V 21-01 Hirai 708 Indian River Platting Variance Buildable Area Diagram](#)  
[V 21-01 Hirai 708 Indian River Platting Variance Applicant Materials](#)

Ainslie introduced the item as a platting variance to reduce the minimum lot size requirements to allow for the following item, minor subdivision P 21-01. Ainslie explained that the applicant intended to purchase the property and build a home for a family member. Ainslie noted that when the subdivision of this lot was done in 2008, the minimum lot size was 8,000 square feet. At 9,600 square feet, Ainslie explained that the lot could have accommodated 1-3 dwelling units or a zero lot line development. Now that the minimum lot size was 6,000 square feet the property could build up to 5 dwelling units. Ainslie noted that higher densities could offset the cost of development but increased the upfront cost.

Ainslie told the Commission that staff analysis of buildable area determined there to be adequate building area on the resultant lots. Ainslie stated that, in conformance with the zoning of the area, the location would be ideal for a manufactured home or smaller traditional dwelling. Ainslie informed the Commission that there were other lots in town with similar size, especially downtown and in the Lillian Drive planned unit development and they were still desirable, buildable areas despite smaller lot size. Ainslie noted that Indian River Road had been improved and that the proposal would not increase density more than would otherwise have been allowed. Ainslie included that a condition written in the plat note on the plat would prevent additional variances to these lots. Staff recommended approval.

The applicant, Jill Hirai, was present. Hirai explained that Sitka did not have many 1 to 2 bedroom houses and that her proposal presented an opportunity to provide smaller homes. Alderson asked if she was purchasing the full lot or one of resultant lots from the subdivision. Hirai responded that her father would buy the full lot. Spivey expressed his support and commented that the subdivision would bring more housing and more property taxes to Sitka. Windsor expressed his support of smaller lot sizes but voiced concern of setting a precedent. Ainslie responded that a zoning text amendment could be used to reduce lot size if additional applications to reduce lot size came forward in reaction to this item.

**M-Riley/S-Windsor moved to approve the platting variance to create two substandard lots at 708 Indian River Road in the R-2 MHP multifamily and mobile home district. The property was also known as a Lot 6, Indian River Land Subdivision. The request was filed by Jill Hirai. The owners of record were Jerome and Sarah Mahoskey. Motion passed 5-0 by voice vote.**

**M-Riley/S-Alderson moved to adopt the required findings for platting variances. Motion passed 5-0 by voice vote.**

**G**      [P 21-01](#)

Public hearing and consideration of a preliminary plat to result in two lots at 708 Indian River Road in the R-2 MHP single-family, duplex, and mobile home zoning district. The properties are also known as Lot 6, Indian River Land Subdivision. The request is filed by Jill Hirai. The owners of record are Jerome and Sarah Mahoskey.

**Attachments:**      [P 21-01 Hirai 708 Indian River Minor Sub Staff Report](#)  
[P 21-01 Hirai 708 Indian River Minor Sub Aerial](#)  
[P 21-01 Hirai 708 Indian River Minor Sub Current Plat](#)  
[P 21-01 Hirai 708 Indian River Minor Sub Proposed Plat](#)  
[P 21-01 Hirai 708 Indian River Minor Sub Photos](#)  
[P 21-01 Hirai 708 Indian River Minor Sub Applicant Materials](#)

Ainslie introduced the proposal for a minor subdivision of 708 Indian River Road, to result in two lots of sub-standard size as discussed in item V 21-01. Ainslie described the site as flat and mostly cleared with great access from the city right-of-way and municipal utilities. Ainslie identified an easement preventing development on the rear of the property which was stipulated by the Army Corps of Engineers during the original subdivision of the land. Ainslie noted that the easement preserved the natural features, mature trees, and also contributed to the 50% open space required in the R-2 and related zones. Ainslie explained that the proposal did not increase possible density beyond current options available and served the role of using infill development for housing. Staff recommended approval.

The applicant, Jill Hirai, was present. With no questions from the Commission, the applicant was excused.

**M-Windsor/S- Mudry moved to approve the preliminary plat for a minor subdivision to result in two lots at 708 Indian River Road in the R-2 MHP multifamily and mobile home district subject to the attached conditions of approval. The property was also known as Lot 6, Indian River Land Subdivision. The request was filed by Jill Hirai. The owners of record were Jerome and Sarah Mahoskey. Motion passed 5-0 by voice vote.**

M-Windsor/S- Mudry moved to adopt the findings as found in the staff report.  
Motion passed 5-0 by voice vote.

**VIII. ADJOURNMENT**

Seeing no objection, Chair Spivey adjourned the meeting at 7:54 PM.